

## PROCEDURE LIST

- ✓ **Driving to school?** To avoid congestion and *to keep students safe*, parents/guardians should not drive onto the campus unless absolutely necessary. Consider dropping your child at a safe place off-campus. When dropping your child at a safe place off-campus, please be mindful of our neighbours, especially in the Rockville and Rowanbyrn estates. Use Carysfort Avenue, Stillorgan Park, Brookville Road, Deansgrange Road; a stretch of the legs and a little fresh air are good for a young person before and after school!

If you need to drop your child onto the campus, **under no circumstances should you stop or pull up in front of the red brick building**. Drive to the rear of the redbrick, pull in as near to the exit gate as possible and ask your child to alight quickly and safely. If parking, or stopping for longer, please use the sports centre carpark.

- ✓ **Communication?** News and updates from the school will be sent via the VSware app. Please download the app and ensure that notifications are switched on. See [support.vsware.ie](https://support.vsware.ie) for more information.
- ✓ **Mobile phones and other electronic devices?** Phones must be switched off and stored in the student's pouch for the duration of the school day. In the unlikely event that a parent/guardian needs to contact their child during the school day, they must do so by phoning the front office. Parents/guardians should not attempt to contact their child directly, as to do so may place the child in breach of the *Personal Device Policy*.
- ✓ **Late to school?** Parents/guardians should support the school in ensuring student punctuality. If your child arrives late to school, they must sign in at the library using the yellow late slip. If students arrive after 9.30am, the yellow late slip must be signed by a Deputy Principal.
- ✓ **Need to leave early?** Students must sign out at the library with a note from a parent/guardian. Please use the blue notes at the back of the School Journal. This note must also be signed by the relevant form teacher or Year Leader during morning registration. *Blue notes must not be removed from the journal*.
- ✓ **Absent from school?** If your child is absent there is no need for the parent/guardian to phone the school. An absence request should be submitted via the **VSware app** explaining the absence. A notification will be sent to the app in the event of your child being recorded as absent at morning registration. If your child arrives at school late and misses registration, she or he *must* sign in at the library.
- ✓ **Feeling ill?** Students who are feeling unwell during the school day must attend the school nurse. Parents/guardians should not contact the school office to sign their son/daughter out of school due to illness. If the student is deemed too unwell to continue the school day the school nurse will contact the parent/guardian directly.
- ✓ **Visiting the school?** For security and child protection reasons, parents/guardians are not permitted in school buildings unless they have signed the visitor book at the school office and have received a visitor's lanyard.
- ✓ **Lost property?** Please ensure all your child's belongings, including books, PE gear and uniform items, are clearly named. In the event of an item becoming lost, named items are easily traced.
- ✓ **PE?** As the Sports Centre is open to the public during the school day all valuables – phones, jewellery, money etc., should be placed in the student's locker prior to PE or given to the teacher in charge as a last resort. The school cannot accept responsibility for lost or stolen property.
- ✓ **Have a query?** If your enquiry is of a general nature, you may be able to find what you need on [newparkschool.ie](https://newparkschool.ie). Alternatively, your child's Form Teacher may be contacted by email [firstname.surname@newparkschool.ie](mailto:firstname.surname@newparkschool.ie). (Teachers' names are listed on the 'About Us/Our Team' tab on the school website.) If the problem is of a more personal nature, the Nurses or Guidance Counsellors are available. Finally, parents/guardians should never be afraid to pick up the phone to the school office where the admin team are a font of knowledge and always more than happy to help!